



Connecticut Office of  
**Early Childhood**

**Internship Program**

# Agency Information

The Connecticut Office of Early Childhood (OEC) was established in 2013 to coordinate and improve the various early childhood programs and components in the state to create a cohesive high-quality early childhood system.

The OEC oversees a coordinated system of early childhood care, education and support.

## **Our Vision:**

All young children in Connecticut are safe, healthy, learning and thriving. Each child is surrounded by a strong network of nurturing adults who deeply value the importance of the first years of a child's life and have the skills, knowledge, support and passion to meet the unique needs of every child.

## **Our Mission:**

To support all young children in their development by ensuring that early childhood policy, funding and services strengthen the critical role families, providers, educators and communities play in a child's life.

## **Our Guiding Principles:**

- Build family-centered and family-driven systems for *all* children in Connecticut
- Prioritize children facing barriers, risks, setbacks or challenges to their healthy development
- Foster a deep respect for cultural differences in child rearing practices
- Honor families' diverse languages, values, strengths and needs
- Consider the whole child, his or her family, and his or her community setting
- Value early childhood as a time of learning through play and building positive relationships
- Ensure equal access to and parent choice within all early childhood services
- Operate in an efficient, coordinated, caring, professional and effective manner
- Confront and eliminate institutional racism and disparities
- Engage in continuous and system quality improvement
- Utilize current best practices, available research and data
- Nurture and value collaborative partnerships, innovation and self-reflection

## **Our Work:**

The Office of Early Childhood:

- Provides funding, standards, regulations, training and oversight to ensure that early care and education programs for young children
  - are safe, healthy and nurturing;
  - effectively support children's physical, social, emotional and cognitive development; and,
  - are accessible to all children, particularly those facing barriers, risks or challenges to their healthy development and success.
- Provides home visiting services, funding and training to support families raising young children to ensure the children's health, well-being and positive growth and development and to prevent child abuse or neglect.

# Your Role as an Intern

As an intern, you will be assigned to a division within the agency and will report directly to a staff member who will be in charge of supervising your internship. Some of the tasks and learning experiences may include:

- Attending hearings;
- Working on specialized projects;
- Assisting with drafting legal documents;
- Assisting with drafting regulations

## Hours

You may schedule your internship between the hours of 8:00 a.m. and 5:00 p.m. Interns are expected to work a minimum of two days per week and may work up to five days per week.

Your schedule must be reviewed and approved by the head of the division to which you have been assigned. It is imperative that you keep the office informed of your planned dates of service.

## Remuneration

Due to budget constraints, the Office of Early Childhood does not offer any level of funding for internships. Work study grants and other opportunities for payment may be available through your school.

## Application

If you are interested in becoming an intern with the Office of Early Childhood, please submit the following:

- Application
- Résumé
- Cover letter
- Copy of school transcript

## Application Deadlines

- Fall - July 1st
- Spring - November 1<sup>st</sup>
- Summer - April 1<sup>st</sup>



# Internship Program Application

Applicant information			
Last:	First:	M.I.	Date of Application:
Address:	City:	State:	Zip:
Phone:	Email:		
Semester Applying For:		Expected Start Date:	
		Expected End Date:	
Availability: (check all that apply)			
Mon <input type="radio"/> Tues <input type="radio"/> Wed <input type="radio"/> Thurs <input type="radio"/> Fri <input type="radio"/>			

School information
Name:
Address:
Major/Concentration:

Signature \_\_\_\_\_

Submit completed application to [oecc@ct.gov](mailto:oecc@ct.gov) or by mail:

**Connecticut Office of Early Childhood**  
450 Columbus Blvd. Suite 301  
Hartford, CT 06103